

The New Jersey Department of State  
**NEW JERSEY HISTORICAL COMMISSION**

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# GRANT PROGRAM 2005

GENERAL OPERATING SUPPORT

## ***State of New Jersey***

James E. McGreevey, Governor

## ***Department of State***

Regena L. Thomas, Secretary of State

## ***New Jersey Historical Commission***

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## ***The New Jersey Historical Commission***

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225 West State St

Fourth Floor

Trenton, NJ 08625-0305

For information on the grants program, contact the Grants Administrator at (609) 984-0954.

**Large Print:** This application is available in Large Print. If you are in need of any special accommodation in filing this grant application, please contact the Grants Administrator at (609) 984-0954.

Grantees must comply with the Civil Rights Act of 1964 (42 USC 2000D et seq), the Americans with Disabilities Act of 1990 (42 USC 12101 et seq), and the State Law Against Discrimination (NJS 10:5-1 et seq), barring discrimination on the basis of race, color, national origin, gender, or disability.

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## Grants and Prizes Program-at-a-Glance

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The New Jersey Historical Commission (NJHC) offers a variety of different types of grants. It also offers prizes and a free archival evaluation service, the Caucus Archival Projects Evaluation Service, or CAPES. The grants and prizes program is described in two separate booklets: GENERAL OPERATING SUPPORT and PROJECTS/MINIGRANTS/PRIZES/CAPES.

**ELIGIBILITY:** New Jersey Historical Commission grants are available for both individuals and organizations. There are general standards of eligibility as well as specific requirements for programs. See pp. 7-9 in this booklet for notes on eligibility.

**DEADLINES:** All proposals must be in the Commission's office by the deadline date. Applicants are encouraged to use delivery services (FedEx, UPS) or hand deliver them rather than use the U.S. Mail.

### *Grants*

**General Operating Support:** General assistance to historical organizations, museums, historic sites, archives, libraries, and similar organizations. To qualify for assistance, organizations must have collections or programming relating to the history of New Jersey. **Applicants must notify the Historical Commission of their intent to apply for General Operating Support by March 3, 2004.**

Deadline:	April 1, 2004, (application must be received in the NJHC office by this date)	
Funding level:	Budgets under \$30,000	Up to \$10,000 (minimum request, \$5,000)
	Budgets of \$30,000 and up	Up to 33 percent of the non-state operating income for either the current or next fiscal year.
Notification:	ca. July 14, 2004	

**Projects:** Funding for expenses of specific projects relating to New Jersey history. Eligible categories include conservation of historical materials (manuscripts, books, costumes, historical visuals); editorial and publication projects; educational initiatives; exhibitions; media (films, radio, videotape, digital media); public programs; and research (including archaeological projects, fellowships, oral history, and National and New Jersey registers of historic places nominations).

Deadline:	September 15, 2004 (application must be received in the NJHC office by this date)
Funding Level:	\$3,000-\$20,000
Notification:	ca. November 17, 2004

**Minigrants:** Support for the expenses of smaller versions of the type of activities listed under **Projects**. Applicants may request support for planning (long-term, strategic, interpretive) but they may not use minigrant funds for other types of operating support.

Deadline:	None, reviewed bimonthly
Funding level:	Up to \$3,000
Notification:	Within six weeks of review

## ***Prizes***

**Mildred Barry Garvin Prize:** \$1,000 award to a New Jersey teacher, guidance counselor, or school librarian for outstanding teaching of black American history or related activity, K-12. For detailed instructions and a nomination form, contact Giles Wright at the Commission, (609) 984-3464.

Deadline:       October 1, 2004  
Notification:    January 2005

The **Richard P. McCormick Prize** and the **Alfred E. Driscoll Prize** are offered in alternating years. The McCormick Prize is offered in odd years; the Driscoll Prize in even years.

**Richard P. McCormick Prize:** Award of \$1,000 to an author of outstanding scholarly work on New Jersey history.

Deadline:       January 2, 2005  
Notification:    September 2005

**Alfred E. Driscoll Prize:** Award of \$1,000 to an author of outstanding doctoral dissertation on any topic on New Jersey history.

Deadline:       January 4, 2006  
Notification:    September 2006

## ***Caucus Archival Projects Evaluation Service (CAPES)***

Professional assessment by consultants of the New Jersey Caucus of the Mid-Atlantic Regional Archives Conference of historical collections (paper items) held by New Jersey archives, libraries, historical societies, and other agencies.

Deadline:       None, submit form when convenient

## **What's New for FY 2005**

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All applicants must submit the original and FIVE copies of the proposal. Previously the original and seven copies were required.

Evaluation criteria 2 (pg. 4) has been expanded. Applicants will be measured on how their programs and services are evaluated as well as on their quality.

In their final reports, grantees must discuss the audience reached by their activities.

County cultural and heritage agencies applying for re-grant funds must discuss how the work supported will be evaluated.

## **Mission, Background, and Assistance**

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### ***Mission***

The New Jersey Historical Commission was established in 1967 by law (NJSA 18A:73-21). It is the state's statutory entity for the advancement of public knowledge and preservation of New Jersey history. Its mission is to enrich the lives of the public by preserving the historical record and advancing interest in and awareness of New Jersey's past.

### ***Background***

The New Jersey Historical Commission, a division within the Department of State, advances public knowledge of the history of New Jersey by providing grants, conducting research, helping to preserve resources, and producing publications, public programs, and classroom materials. It works closely with other organizations to improve the field of New Jersey history.

The grant program supports the Historical Commission's core mission in two ways. First, it offers general operating support for museums, historical societies, historic sites, archives, libraries, and similar organizations with collections or programming relating to the history of New Jersey, and second, it funds specific projects relating to New Jersey history — research, publication, media, public programs, conservation, and educational initiatives.

### ***Assistance***

The New Jersey Historical Commission offers assistance to applicants in the technical aspects of completing the application. Please call the Grants Director at (609) 984-0954 for information or check the web site at [www.newjerseyhistory.org](http://www.newjerseyhistory.org).

## **General Guidance**

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The guidelines in this booklet pertain to GENERAL OPERATING SUPPORT. General operating support grants provide assistance for the basic costs of operation (e.g., salaries, utilities, contracted services, publicity, marketing, travel, planning, development, etc.) to historical societies, museums, historic sites (not owned by the state or federal government), lessors and friends groups of state or federally owned historic sites, archives, libraries, and similar organizations with collections or programming relating to the history of New Jersey. General operating support grants are awarded on a competitive basis to those historical organizations demonstrating high-quality work, responsible management, a clear vision, and public benefit. See pages 8-9 for a detailed list of covered expenses.

Organizations applying for general operating support may also apply for project grants or minigrants. Organizations with budgets exceeding \$150,000 may have two grant-funded projects at a time. If the organization has an active project grant, it may apply for a second grant. An organization without an active project grant may apply for two project grants at the same deadline.

Organizations and individuals interested in project support (research, publications, fellowships, media, public programs, conservation, or educational initiatives), minigrants, the prizes program, or CAPES should request the PROJECTS/MINIGRANTS/PRIZES/CAPES booklet, which contains the specific guidelines for those programs.

## Priorities

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The Historical Commission has established a number of priorities in fulfillment of its mission and seeks applications that support them. Proposals must indicate which priorities are met and how. To be eligible for general operating support, an organization must demonstrate direct service to the public and accomplish at least one of the following:

- 1) Help strengthen and further develop existing New Jersey history operations and programs
- 2) Initiate new programming on New Jersey history
- 3) Improve management and interpretation of historic sites and historical collections
- 4) Expand public understanding and awareness of historical resources
- 5) Increase public and organizational participation in historical programs and activities
- 6) Increase accessibility of historical resources to diverse communities
- 7) Increase the body and quality of information on New Jersey history available to the public
- 8) Preserve materials for the study or preservation of New Jersey history

## The Review Process

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### *Review Panels and Committees*

All applications received by the deadline will be reviewed by staff for their completeness and then distributed to independent evaluation panels composed of individuals expert in the relevant fields. It is the applicant's responsibility to submit a complete application. Panels will evaluate all proposals against the stated criteria and achieve consensus on the merits of each. Panelists will make recommendations to the Historical Commission's Committee on Grants, Prizes, and Awards. The recommendations of the Committee will be forwarded to the NJ Historical Commission for final decision. Awards will be voted on in public session.

### *Ethical Standards*

Staff, review panelists, and Historical Commission members adhere to the state guidelines on ethical standards. They abstain from commenting or voting on a proposal if they have:

- 1) Any recent relationship, financial or otherwise, with the applicant organization or any persons connected with the proposal; or
- 2) Played a meaningful role in the development of the proposal

### *Evaluation Criteria*

In addition to the priorities listed above, all organizations will be measured against the following criteria:

- 1) Clarity of mission, long-term goals, and relevance to New Jersey history;
- 2) Quality of New Jersey history programs and services and means of evaluation;
- 3) Commitment to promoting education in and awareness and appreciation of New Jersey history;
- 4) Accessibility of New Jersey history to the community;
- 5) Quality of governance, management, staff, and operations;
- 6) Financial soundness and accountability;
- 7) Public benefit and community service and interest; and
- 8) Evidence of breadth of support from the constituent community.

## Notification

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Applicants will be formally notified in writing of the decisions by the Historical Commission. Awards may come with specific conditions. These conditions will be explained in the award letter and contract.

## Appeal Procedure

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Applicants who wish to challenge award decisions may make a formal appeal. The appeal must be submitted in writing within 30 days of the date of the letter informing the applicant of the award decision. Direct the appeal to the Commission's Committee on Grants, Prizes, and Awards, care of the Director of the Grant Program. It should support the applicant's argument that the decision was in error; it may not include documents which should have been part of the original application but were not included for any reason. The appeal will be the subject of discussion at the next regularly scheduled meeting of the Committee on Grants and Prizes. The Committee's recommendation will be forwarded to the full Commission for consideration at its next regularly scheduled meeting. The applicant will be informed in writing about the Commission's review decision at the earliest opportunity. Should the Commission revise its original decision and make an award, the amount would depend upon the availability of funding.

## Payment

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All grantees will be issued a contract for the award. Upon execution of the contract, up to 80% of the grant may be processed. The remainder will be retained until such time as the grantee files a satisfactory final report (forms will be provided in the contract). Grantees will be expected to abide by all applicable state and federal laws and to maintain good standing with all other state and federal filings that are required of the organization.

## Interim and Final Report, Financial Accounting

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Grantees must file an interim report by January 31, 2005, covering the period from July 1, 2004 to December 31, 2005. The interim report must contain an accounting of how grant and matching funds were spent and a narrative describing grant-funded activities. A final report must be filed by July 31, 2005, covering the entire grant period. The final report must include a financial accounting and a narrative discussing the uses made of the grant funds, how the funds supported the activities described in the application, and the audience reached. This accounting must show how funds have been expended or committed (obligated). Forms are provided in the grant contract. County cultural & heritage agencies whose subgrantees have not yet filed final reports may provide a description of activities funded and show funds as obligated. They must follow up with an updated narrative and account of actual expenditures within 60 days of July 31, 2005. **The specific requirements for the financial accounting are outlined in the grant contract.**

Grantees may be required to submit audits or other independently corroborated reviews of their finances by licensed certified public accountants for the grant period as part of the final report. Audit requirements are tied to the amount awarded. In general, a formal audit is required only when the grant amount is \$100,000 or higher. Grantees receiving lower awards will have the less stringent requirements of reviews or compilations. Grantees receiving \$10,000 or less must submit a compilation or simple presentation of expenditures of grant and matching funds. A compilation does not require the services of an accountant. Grantees receiving



amounts of \$10,001 to \$99,999 must submit a review. The accountant prepares the compilation, reviews the data, and states whether or not the figures are fair and reasonable. **Applicants may include the expense of an audit or review in their budgets.** Grantees are not eligible for further grant support without the submission of a satisfactory final report. Grantees who fail to file a final report may be required to return the entire amount of the grant.

## Requirements and Notices

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### ***Acknowledgement of Historical Commission Support***

Throughout the grant period, grantees must provide proper crediting of the Historical Commission, the Department of State, and the State of New Jersey in their publicity as follows: **“The (name of organization) received an operating support grant in FY 2005 from the New Jersey Historical Commission, a division of the Department of State.”**

### ***Applicable Law***

Grantees will be expected to abide by all applicable state and federal laws and to maintain good standing with all other state and federal filings that are required of the organization.

### ***Liability***

The Historical Commission will not be held liable for work it has funded that contains fraudulent or plagiarized material. Award of a grant does not constitute Historical Commission endorsement of grant’s final product.

### ***Insurance***

Grantees are required to include the Historical Commission as an insured on their liability insurance. Documentation of insured status must be submitted with the signed contract.

### ***Diversity***

Grant recipients are encouraged to consider businesses that reflect the diversity of our state when contracting for services using grant funds.

# How to Apply for General Operating Support

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## ***Points to Remember***

- 1) Before proceeding with the grant application, read the guidelines in their entirety.
- 2) Always keep in mind the evaluation criteria while completing the application.
- 3) Complete all required information accurately. Double-check all numbers.
- 4) Review the information on what the application package should contain, including support material, and special requirements.
- 5) Review checklist, sign, date, and include in package.
- 6) Call the NJ Historical Commission staff for help with any questions.

General operating support grants are awarded on a competitive basis to historical organizations demonstrating high-quality work, fiscal responsibility, sound operation, and public benefit in order to meet the priorities listed on page 4.

## ***Deadlines***

<b>Declaration of Intent:</b>	<b>March 3, 2004</b>
<b>Application Deadline:</b>	<b>April 1, 2004 (application must be received by this date)</b>
<b>Notification of Award:</b>	<b>Approximately July 14, 2004</b>

## ***Declaration of Intent***

All prospective applicants must file a declaration of intent (form provided) that conveys basic information on the organization and the proposed grant. This will be used to determine general eligibility.

## ***Grant Period***

The grant period for all general operating support grants is July 1, 2004, to June 30, 2005. The final report is due by July 31, 2005.

## ***Eligible Applicants***

To be eligible to apply an organization must:

- 1) Be a not-for-profit corporation or government (municipal or county) agency, commission, or other organization
- 2) Be based in New Jersey
- 3) Be governed by a board responsible for the programs and policies of the organization
- 4) Have a clearly stated mission of service to the promotion, preservation, research, interpretation, or public presentation of New Jersey history
- 5) Have a two-year track record of providing programs and services to the public that fulfill that mission

Eligible applicants include a wide variety of organizations, both public and private. If the mission of an organization does not exclusively focus on New Jersey history, it is essential that those applicants demonstrate the existence of and a commitment to both a historical mission and a viable program of public service to New Jersey history. Such organizations include libraries, museums, and county cultural and heritage agencies. See *Special Organizations*, p.10.

Officially designated county cultural and heritage agencies may apply for funding that supports their historical programs and operations, and for funding to re-grant for operating support purposes locally, or they may apply for re-grant funding alone. See pp. 10 and 18 for additional information.

Applicants should include with their proposals both a long-range plan and a plan to meet the requirements of the Americans with Disabilities Act. Applicants lacking either or both **must** begin work on this plan or plans as part of this year's activities. An organization may apply for funding to support this work, but the Historical Commission will not award any other funds to an organization unless it can show these plans or some procedure in place to produce them.

### ***Ineligible Applicants***

Organizations ineligible to receive a Historical Commission grant include:

- 1) Units of state or federal government.
- 2) Organizations with previous GOS grants that have not submitted the required interim and final reports. No payment on a 2005 grant will be processed until a satisfactory final report on 2004 is submitted.
- 3) Organizations that have not submitted the required final reports on previously funded project grants for which the grant period has been completed.

For questions of eligibility, contact the Historical Commission's grants officer at (609) 984-0954.

### ***Eligible Expenses***

General operating support grants help underwrite virtually all operating aspects of an organization and need not be applied to any one aspect, program, service, or expense. The forms provided with this application categorize those expenses and include such things as:

- 1) Salaries and wages
- 2) Contracted services/outside fees and services
- 3) Printing, publicity
- 4) Postage
- 5) Telephone
- 6) Utilities
- 7) Marketing
- 8) Fundraising and development
- 9) Staff training
- 10) Lease and existing mortgage expenses
- 11) Equipment purchase, installation, and lease
- 12) Heating, ventilation, and air conditioning (HVAC) expenses
- 13) Maintenance of collections and the interiors of structures (Note: Interior construction is not considered maintenance and is not an eligible expense.)
- 14) Basic grounds maintenance
- 15) Travel and transportation (automobile travel @\$31/mile, train, or air coach travel)
- 16) Insurance
- 17) Planning for compliance with the Americans with Disabilities Act
- 18) Long-term planning
- 19) Audits (Note: Depending on the amount of the grant, the Historical Commission may require either a formal audit of grant expenditures or a review of finances by a licensed Certified Public Accountant as part of the final report. Applicants may include the fee for this work in their budget.)

### ***Ineligible Expenses***

The Historical Commission's general operating support grant may **not** be expended on any of the following:

- 1) Capital improvements, including the construction of structures and work such as roofing, replacement of gutters, windows, doors, and the removal or addition of interior walls, and major landscaping projects
- 2) Exterior maintenance
- 3) Purchase of real estate, motor vehicles, or leasehold improvements
- 4) Acquisitions (including artifacts and collections)
- 5) Hospitality
- 6) Deficits and debt service
- 7) Retroactive funding
- 8) Endowment

### ***Fiscal Year***

To meet the needs of organizations with different fiscal years (calendar and July/June), applicants may use as their base year either the current fiscal year or the next fiscal year.

### ***Maximum and Minimum Requests and Matching Requirements***

#### ***Request***

Organizations with annual budgets of \$30,000 or less may apply for grants of up to \$10,000. No funds from any state of New Jersey source may be counted in this budget figure. The minimum request permitted is \$5,000.

Organizations with budgets exceeding \$30,000 may apply for grants of **up to** 33 percent (1/3) of the organization's total non-state operating income for their base fiscal year (see ***Fiscal Year*** above). No funds from any state of New Jersey source may be counted as part of the operating income. For example, an organization with a budget of \$300,000 exclusive of any New Jersey state funds may apply for up to \$100,000.

#### ***Matching Requirements***

The matching requirement applies only to organizations with budgets exceeding \$30,000. The match must be in cash. For every dollar awarded, the grantee must match it with three dollars. **Neither capital expenditures nor funds from any State of New Jersey source may be used as part of the match.**

County cultural & heritage agencies requesting regrant funds are **not** required to match the regrant funds or the administrative allowance (up to \$5,000). See p. 10.

## Special Organizations

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### *County Cultural & Heritage Agencies*

These are agencies that, by resolution of the Board of Chosen Freeholders of their respective counties, bear responsibilities for promoting understanding of and appreciation for local history of their counties.

### *County Cultural & Heritage Agencies Seeking Support for Their Own Operations and Re-grants*

County cultural and heritage agencies may seek support for their own history programming as well as seek funds to re-grant to local historical organizations. Their proposals must adhere to the guidelines and provide the information and supporting material discussed on pp. 3-17 that pertain to the agency's history programming, and their re-grant programs.

These agencies may apply for up to \$50,000 to re-grant to local historical organizations. These re-grants may be used for their general operations or for projects. **The re-grant request does not have to be matched.** County cultural & heritage agencies may not award operating funds to organizations that received GOS support from the Historical Commission in the same fiscal year. They may award project support.

Agencies requesting funding for re-grant programs may request up to \$5,000 in administrative funds for the re-grant program. This administrative allowance **does not** have to be matched.

### *County Cultural & Heritage Agencies Seeking Support Only for Re-grant Programs*

County cultural and heritage agencies are also free to apply only for re-grant funds. They may apply for up to \$50,000 to re-grant to local historical organizations for their general operations or for projects. **The re-grant request does not have to be matched.** County cultural & heritage agencies may not award operating funds to organizations that received GOS support from the Historical Commission in the same fiscal year. They may award project support.

In addition, county agencies may request up to \$5,000 in administrative funds for the re-grant program. This administrative allowance **does not** have to be matched.

Note that there are simplified requirements for this kind of request. Agencies interested only in re-grant funds need only submit the application form, a list of previous re-grants (amount, brief description of purpose, and audience reached) if applicable, Budget Form A, and the narrative pertaining to re-grant programs described in the special section beginning on pg. 18.

### *Organizations Whose Mission Is Broader Than New Jersey History*

Some organizations may have a broad mission that includes a component or division with a clear mandate for New Jersey history programs and services. These organizations should take care in the presentation of their narratives and budgets to address this aspect of the mission only. In particular, this includes museums and libraries.

Only those functions, staffs, plans, activities, funds raised and expended, programs, services, and activities that relate to the New Jersey history aspects of the operation may be presented and considered for support. In the narrative and support materials, it will be important to illustrate and document the degree of commitment of talent and resources to the organization's history functions.

Organizations must show that NJHC grant funds will permit them to increase or improve New Jersey history programs or services. The review panel will look for maintenance of effort. The panel will interpret a decline in the organization's funding of New Jersey history services as a decline in commitment. Organizations may not use NJHC grant monies as a means to reduce their own expenditures on New Jersey history services by using those funds as replacement funds. Successful applicants must be prepared to carefully track and account for the grant funds and their matching funds.

Additional support materials are required. See p. 17.

# The Application Package

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## *Application Specifications*

Applicants must provide the **original and five copies** of a complete application as described below. All narratives must be typed with no smaller than 12 point font and with a minimum of 1” margins on four sides. Pages must be numbered. The narrative portion may not exceed fourteen pages, with spacing at no less than 1½. **Do not use binders, notebooks, or plastic containers.**

Proposals are due in the Commission’s office **by the deadline date**. Proposals may be delivered via U.S. mail, delivery service (e.g., FedEx, UPS), or in person. Note that applications sent by delivery service must use the street address of 225 West State Street, Fourth Floor, Trenton, NJ 08625. **Applications that are faxed or e-mailed will not be accepted.** Applicants may reproduce the application and budget forms in this booklet by computer, but the copy must be exact.

It is the applicant’s responsibility to present a complete proposal for review. The NJHC will not contact applicants in regard to missing portions of proposals. Applicants should note that review panels will penalize incomplete proposals.

The Historical Commission will not return proposals, copies of proposals, or any material submitted as part of a proposal.

If you have any questions about the suitability of materials you are considering as support, contact the Historical Commission office.

A complete application consists of the following elements. The proposal elements must be presented in this order:

- 1) Application (form provided)
- 2) One-page statement of use of previous GOS funds. County agencies which were awarded re-grant funds must list all organizations to which funds were awarded and describe the use of the funds
- 3) Budget form A
- 4) Budget forms B1 and B2. County agencies should supply financial statements detailing expenditures on history programs for the years specified.
- 5) Budget rationale
- 6) List of expenditures, if any, for motor vehicles, leasehold improvements, and real estate for the grant basis year.
- 7) Most recently completed audit or financial review; applicants with budgets of \$100,000 and more must provide the most recent audit signed by the board treasurer and chief executive officer (**Note:** The audit requirement does not apply to county or municipal agencies. County or municipal agencies that are not audited independently must submit a statement signed by the responsible county or municipal financial officer that their finances are included in the county or municipal audit and are in order. Divisions of colleges or universities must follow a similar practice.)
- 8) Narrative
- 9) Supporting materials:
  - Current evidence of not-for-profit status
  - List of board members and brief descriptions of background
  - Resumes of key staff — paid or volunteer (3-page limit per resume)

- ADA and long-term plans. If either or both is in draft form, submit the draft. If plans are in place to develop either or both, describe those plans
  - Documentation of specifications and cost for equipment purchase and contracted services
  - Documentation of consultants' agreement to participate
  - Illustrative materials, such as brochures, catalogues, study guides, publications, strategic plans, studies, and other items that illustrate the operation or program and support claims made in the narrative (5-item limit, no books)
- 10) Additional support materials for organizations whose mission is not exclusively New Jersey history:
- Organizational budget
  - Organizational chart
  - Programming chart
- 11) Checklist (form provided)

### ***Application Form***

The application form requests essential information about the applicant organization and provides space in which to compose an organizational profile and the benefits of receiving the grant (500 words or less) as well as the signatures of the official representatives of the organization. The signatures certify that the contents of the application are true and accurate, that the application has been approved by the board, and that the organization will abide by all terms and conditions of a grant award should it become a recipient.

### ***Use of Previous GOS Funds***

Provide a one-page statement describing the use of previous GOS funds and how they improved the organization. County cultural and heritage agencies that received re-grant funds must identify the organizations that received re-grant funds, describe how the funds were used, and discuss the audiences reached.

### ***Budget Forms A, B1, and B2***

Organizations are required to supply several different forms of financial information. There are separate formulas for calculating the request and the match.

Forms are provided for the applicant to use in stating its request and match for this grant period, and the operating income and expenses for the organization's past two fiscal years. To meet the needs of organizations with different fiscal years (calendar and July/June), applicants may use as their base year either their current fiscal year or their next fiscal year. The base figure may not include any state of New Jersey funds.

Organizations with budgets of \$30,000 or less may apply for amounts between \$5,000 and \$10,000. No match is required.

Organizations with budgets exceeding \$30,000 may apply for **up to** 33 percent (1/3) of the non-state operating income for the base year. As an example, an organization with a budget of \$300,000 exclusive of New Jersey state funds may apply for up to \$100,000. Organizations in this category must show a cash match. The match must be \$3 for every \$1 requested in grant funds.

On budget form A, the organization must show how the request and the match will be spent during the grant period of July 1, 2004 through June 30, 2005. The organization must show what categories of expense are used for the match. However, there is no requirement to show an exact match in every category. The 3 to 1 match must show at the bottom in the "Total" line.



On budget forms B1 and B2, the organization must show all categories of income and expense for the years indicated. On these forms, any state of New Jersey funds must be included.

### ***Budget Rationale***

Provide an itemized breakdown of the financial information in budget form A, and figures for the indicated years on B1. Be sure to explain substantial fluctuations from year to year in expenditures or income that appear on B1 and B2. For each category total, provide a brief explanation or listing of the elements comprising the total. For example, list the total salary requested for employees for whom salary support is requested under “Staff” on the budget sheet and then in the rationale, list the individual salary for each staff member, indicating what that staff member will do. Any listing of expenses in the “Other” category must be explained. The narrative (see discussion under *Narrative* below) must explain in detail how NJHC funds will be used and how GOS funds will improve the operations of the organization.

### ***Capital Expenditures***

If your organization has a separate capital budget, you must provide it for the year on which you are basing your grant request. If your organization does not have a separate capital budget, provide an itemized list for the grant basis year of expenditures for motor vehicles, leasehold improvements, and real estate along with a brief explanation.

### ***Audit or Recent Financial Review***

Organizations with budgets of \$100,000 or more must provide a copy of their most recent audit.

### ***The Narrative***

The narrative is the heart of the application. Applicants should assume that the reader knows nothing about the organization, and therefore must become totally informed. When the reviewer has finished reading the narrative, he or she should have a complete picture of the organization, its strengths, deficiencies, why the organization is applying for funds, how those funds will be used, how the funds will help the organization fulfill its mission, and how the organization addresses at least one of the Historical Commission’s priorities.

Be succinct, but bear in mind the evaluation criteria against which the application will be measured. Avoid hyperbole and claims that can not be authoritatively substantiated.

**Narratives are limited to fourteen pages, with spacing at no less than 1½, and 12 point font. The narrative must provide the following information. It should follow the outline; section headings are desirable.**

#### **History Services**

1. **Mission, Goals, Objectives, Vision.** Discuss the organization’s mission, goals and objectives? How are they related to New Jersey history? When were they adopted? [Organizations whose mission is not wholly related to New Jersey history must identify what portion is and discuss all points below for that part of their mission.]. Is the organization accredited by the American Association of Museums, or working towards that accreditation? What is the organization’s vision for the future (3 to 5 years) and how do the mission and goals relate to that?
2. **Priorities.** Discuss how the mission, goals, and objectives relate to the Commission’s priorities outlined on page 4?

3. **Programs and Services.** Describe in detail the essential programs and services of the organization (including collections, exhibitions, and public programming) as carried out over the last three years. Discuss how programs, publications and exhibitions offer an interpretive framework for the history they present or how they encourage audiences to think of that history in new ways. Discuss any innovative programming directions and efforts at cultural diversification. Discuss how collections are managed and cared for. Discuss the means for evaluating the success or failure of services and programs. How will GOS funds be used to expand and/or improve programs and services?

General Operating Support grants may include the expenses of projects when they are central to an organization's activities. These include, but are not limited to, organizational brochures, core exhibitions, and production of educational materials. Applicants should provide a succinct explanation of how the specific activity relates to the organization's mission and goals, a description of its content of the project, and identification of the personnel responsible. Discussion of qualifications of those personnel should be addressed under **Staff** below. Documentation of the cost of services and supplies related to the project, such as documentation of consultant fees or vendor quotes, must be attached as part of the supporting material.

4. **Audience.** Describe the audience that attends/participates in the programs and services in terms of its size, age, and other defining characteristics. Does this audience match the demographics of the region? Discuss how your audience benefits from programs and services. Discuss what efforts are made to attract new and diverse audiences. Describe marketing and audience development strategies. How will GOS funds support audience development?

## **Management**

5. **Planning.** What strategies have been developed to achieve the vision described in Question 1? Is there a long-term or strategic plan? Is it comprehensive, covering audience, marketing, fundraising, programs, services, ADA compliance and board development? The plan, draft of the plan, or detailed description of the method to develop the plan must be submitted as part of the support material. If this process is not underway, a means to accomplish this must be part of the activities for the upcoming year. Funding may be requested to do this.
6. **Staff and Volunteers.** Describe the human resources of the organization including:
  - Staff: their experience and skills, their responsibilities, and how they are organized to carry out their work.
  - Consultants: their experience and skills; responsibilities.
  - Volunteers: the functions they serve and how they are trained and organized.How will GOS funds support staff development?
7. **Facilities.** Describe the facilities and structures out of which the organization operates and for which it has custodial and interpretative responsibility. Be sure to detail the proprietary relationships, the authorities and responsibilities regarding their use, development, and maintenance. Are they accessible and in compliance with the specifications set forth in the Americans with Disabilities Act of 1990 and does the organization possess a board-approved ADA Compliance Plan? The plan, draft of the plan, or detailed description of the method to develop the plan must be submitted as part of the support material. If this process is not underway, a means to accomplish this must be part of the activities for the upcoming year. You may request funds to do this. If the organization has no facilities, does it offer programming or house its collections in accessible sites?
8. **Governance.** How is the organization governed? If it has an independent board, how is it or was it

formed, how does it function, and what are its duties? Discuss the backgrounds of the board members and how they contribute to the organization. Do board members have expertise in history, finance, fundraising, audience development or other areas of utility to the organization? If the organization is not governed by a board, how is it managed?

## **Finances**

9. **Fundraising.** Describe how the money that currently funds the operation is raised and discuss its sources. Describe fundraising activities. If there are none, explain why. How will GOS funds support other fundraising efforts?
10. **Finances.** What is the financial condition of the organization? Explain any deficit or surplus. How will any deficit problem be addressed? What is the organization's plan for any surplus? Is the organization building an endowment? Are there capital plans?

## **County Cultural & Heritage Agencies Re-grant Program**

County cultural and heritage agencies seeking support for their own operations as well as for their re-grant programs must submit full proposals and supply the additional two pages of narrative described below on their re-grant programs.

11. Applicants for re-grant funds should use an **additional five pages of narrative** to:

- A) Describe the process that will be employed to seek applications for re-grant funding, to evaluate proposals, award funds, and monitor results. Explain how this process will uphold high standards of quality, fairness, inclusiveness, and accountability; and how conflicts of interest will be prevented.
- B) Present an argument for the amount of funding requested in terms of numbers of eligible organizations and estimated demand. Reference to needs surveys would be helpful.
- C) Explain how the work supported will be evaluated. Will there be site visits or some other means of evaluation?
- D) Describe the qualifications of the staff member who will oversee the history program and its re-grant activity.
- E) Present a timeline for accomplishing all that is described in point # A

Agencies that received GOS funding for re-grant activities in 2003 and 2004 must provide a description of the uses to which GOS funds were put, a list of the organizations that received GOS funds, the activities that were funded, the audience reached, and how the work supported was evaluated.

County cultural and heritage agencies seeking re-grant funds only should see p. 18.

## ***Supporting Materials***

### ***Proof of Not-for-Profit Status***

Applicants must be registered as not-for-profit corporations or they must be municipal or county government agencies, commissions, or other organizations based in New Jersey. Unless applicants are entities of local government, documentation of current evidence of not-for-profit status must be supplied. Applicants may submit either a photocopy of the letter from the Internal Revenue Service showing tax-exempt status (501c3) or a photocopy from Business Services (formerly the Division of Commercial Recording), Department of Treasury, State of New Jersey, of their incorporation as a not-for-profit.

***List of Board Members***

Provide a list of the organization's governing board and their terms of office with a brief description of their background and responsibilities.

***Resumes of Key Staff***

Provide resumes for the organization's key staff or key volunteers. The resumes should include information about educational background, employment history, responsibilities with the organization, and relevant professional or avocational activities. No resume should exceed three pages.

***ADA Plan and Long-Term Plan***

Include board approved (with date of adoption) ADA and long-term plans, drafts of the plans, or evidence that the organization has begun to develop them.

***Documentation of Specifications and Prices***

Provide price quotes and descriptions of services and equipment specifications for any request for equipment purchase or contracted services.

***Documentation of Commitment to Participate***

If consultants are named in the narrative, provide evidence (letters or other documentation from the consultants) that they have agreed to participate

***Illustrative Materials***

Provide copies of support materials showing the organization's mission, programs, and activities, such as brochures, catalogues, study guides, programs, or strategic plans. Use these materials to buttress arguments made for the organization's value and service to the New Jersey history community. Limit the materials to five items. Do not send books.

***Additional Supporting Material for Special Organizations (museums, libraries, county cultural & heritage agencies seeking funds for their own activities)***

Such groups must provide three additional pieces of support material:

- 1) A complete organizational budget showing income and expenses. For both, show columns for New Jersey history programming, non-New Jersey history programming, and total.
- 2) An organizational chart.
- 3) Programming chart indicating which programs are and which are not New Jersey history-related.

***Checklist***

A checklist is provided to help groups ensure the inclusion of all the elements of a complete application. The checklist must be signed, dated, and submitted as the final page of the proposal.

# The Application Package for County Cultural & Heritage Agencies Seeking Regrant Funds Only

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## ***Application Specifications***

Applicants must provide the **original and five copies** of the simplified application described below. All narratives must be typed with no smaller than 12 point font and with a minimum of 1” margins on four sides. Pages must be numbered. **Do not use binders, notebooks, or plastic sleeves.**

Proposals are due in the Commission’s office **by the deadline date**. Proposals may be delivered via U.S. mail, delivery service (e.g., FedEx, UPS), or in person. Note that applications sent by delivery service must use the street address of 225 West State Street, Fourth Floor, Trenton, NJ 08625. **Applications that are faxed or e-mailed will not be accepted.** Applicants may reproduce the application and budget form in this booklet by computer, but the copy must be exact.

It is the applicant’s responsibility to present all of the information requested for review. The NJHC will not contact applicants in regard to missing portions of proposals. Applicants should note that review panels will penalize incomplete proposals.

The Historical Commission will not return proposals, copies of proposals, or any material submitted as part of a proposal.

The simplified county cultural & heritage agency re-grant proposal consists of the following elements. The proposal elements must be presented in this order:

- 1) Application (form provided)
- 2) One-page statement of use of previous re-grant funds.
- 3) Budget form A
- 4) Narrative

## ***Application Form***

The application form requests essential information about the applicant organization and provides space in which to compose an organizational profile and the benefits of receiving the grant (500 words or less) as well as the signatures of the official representatives of the organization. The signatures certify that the contents of the application are true and accurate, that the application has been approved by the board, and that the organization will abide by all terms and conditions of a grant award should it become a recipient.

## ***Statement of Use of Previous Re-Grants***

If your agency was awarded re-grant funds last year, list the organizations to which funds were awarded, describe the use of the funds, the audience reached, if the work supported was evaluated, and if so, how.

## ***The Narrative***

Applicants for re-grant funds discuss the following in **five pages of narrative**:

- A) Describe the process that will be employed to seek applications for re-grant funding, to evaluate proposals, award funds, and monitor results. Explain how this process will uphold high standards of quality, fairness, inclusiveness, and accountability; and how conflicts of interest will be

prevented.

- B) Present an argument for the amount of funding requested in terms of numbers of eligible organizations and estimated demand. Reference to needs surveys would be helpful.
- C) Explain how the work supported will be evaluated, i.e., site visits or some other means of evaluation.
- D) Describe the qualifications of the staff member who will oversee the history program and its re-grant activity.
- E) Present a timeline for accomplishing all that is described in point # A.

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***General Operating Support: Declaration of Intent***

**Note: This declaration of intent must be filed by March 3, 2004. The General Operating Support application deadline is April 1, 2004.**

1. Name of organization \_\_\_\_\_
2. Street address \_\_\_\_\_  
City, state, zip code \_\_\_\_\_  
Daytime telephone (\_\_\_\_) \_\_\_\_\_ County \_\_\_\_\_ Legislative district \_\_\_\_\_  
Email address \_\_\_\_\_ Fax # \_\_\_\_\_
3. Type of organization  
☐ historical society      ☐ museum      ☐ historic site      ☐ library/archives  
☐ county/local agency      ☐ other
4. Federal identification number \_\_\_\_\_
5. Total budget for ☐ current fiscal year, or ☐ projected budget for next fiscal year  
(check one) \$ \_\_\_\_\_
6. Budget from line 5, exclusive of state funds \$ \_\_\_\_\_
7. Funding request \$ \_\_\_\_\_ Match \$ \_\_\_\_\_
8. Provide a brief description of the organization, its mission, who it serves, and the proposed purposes of the grant funds.

Signature of Authorizing Official \_\_\_\_\_ Date \_\_\_\_\_

Title of Authorizing Official \_\_\_\_\_

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***General Operating Support: Application Checklist***

This checklist (completed, signed, and dated) must accompany the **original and five copies** of the application. **Do not send applications in binders, notebooks, or plastic sleeves.**

Name of organization \_\_\_\_\_

**A complete application consists of the following. The packet must be in this order given below.**

**County Cultural & Heritage Agencies applying for re-grant funds only should submit the application form, statement of use of previous re-grant funds, budget form A, and re-grant program narrative.**

- ☐ GOS application form
- ☐ One-page statement of use of 2003 and 2004 GOS funds
- ☐ Budget forms A, B1, and B2
- ☐ Budget rationale
- ☐ List of expenditures for motor vehicles, leasehold improvements, real estate for the base budget year (if any) **or if applicable**, separate capital budget
- ☐ Most recently completed audit or financial review
- ☐ Narrative
- ☐ Supporting materials
  - Current evidence of not-for-profit status
  - List of governing board
  - Resumes of key staff
  - ADA plan
  - Long-term plan
  - Documentation of price quotes and specifications
  - Documentation of consultants' agreement to participate
  - Illustrative materials such as program brochures, exhibition catalogues, or guides. (5- item limit, no books)
- ☐ Additional support material for organizations whose mission is not exclusively New Jersey history
  - Organizational budget
  - Organizational chart
  - Programming chart
- ☐ Application checklist

Signature of Authorizing Official \_\_\_\_\_ Date \_\_\_\_\_

Title of Authorizing Official \_\_\_\_\_



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***General Operating Support: Application Form***

1. Name of organization \_\_\_\_\_
2. Street address \_\_\_\_\_  
City, state, zip \_\_\_\_\_ County \_\_\_\_\_  
Daytime telephone (\_\_\_\_) \_\_\_\_\_ Leg. Dist. (organization's location) \_\_\_\_\_  
Email address \_\_\_\_\_ Fax # \_\_\_\_\_
3. Type of organization  
☐ historical society      ☐ museum      ☐ historic site      ☐ library/archives  
☐ county/local agency      ☐ other
4. Year established \_\_\_\_\_ Accredited by AAM? \_\_\_\_\_
5. Federal identification number \_\_\_\_\_
6. Fiscal Year: from \_\_\_\_\_ to \_\_\_\_\_
7. Name of director \_\_\_\_\_ Signature \_\_\_\_\_
8. Name of chief financial officer \_\_\_\_\_ Signature \_\_\_\_\_
9. Number of full-time staff \_\_\_\_\_ part-time staff \_\_\_\_\_ volunteers \_\_\_\_\_
10. Annual attendance \_\_\_\_\_ # Members \_\_\_\_\_ Web site visitors \_\_\_\_\_
11. Hours open annually \_\_\_\_\_ Do you have museum, archival, or library collections? \_\_\_\_\_
12. Total budget for ☐ current fiscal year, or ☐ projected budget for next fiscal year (check one) \$ \_\_\_\_\_
13. Budget from line 12, exclusive of state funds \$ \_\_\_\_\_
14. Funding request \$ \_\_\_\_\_ Match \$ \_\_\_\_\_
15. Have you applied to any other organizations for operating expenses? Please list them.

16. Do you have an active project grant from the Historical Commission? What is it for?

17. Provide a brief description of the organization, its mission, location, age, size, membership, who it serves, basic programs and services, and the benefits of receiving the grant (no more than 500 words). **This does not substitute for any part of the narrative.**

**Submit the completed application and all other materials to the New Jersey Historical Commission, PO Box 305, Trenton, NJ 08625. If you are not using U.S. mail, include the street address: 225 West State Street.**

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***General Operating Support: Budget Form A***

Attach a budget rationale to itemize and explain expenses for each of these categories

<b>Expense</b>	<b>Grant Request</b>	<b>Matching</b>	<b>Total</b>
Salaries & wages			
Benefits			
Professional services (contracted services, non-staff)			
Professional development			
Travel			
Mortgage			
Space rental			
Equipment rental/purchase			
Publicity/marketing			
Supplies			
Telephone/ communication			
Postage			
Utilities			
Facility maintenance			
HVAC			
Insurance, accounting services or audit			
Professional dues, memberships			
Other (provide detail in rationale)			
<b>Total</b>			

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***General Operating Support: Budget Form B1***  
 (Figures should be for organization's fiscal year)

**Organizations that are using the current fiscal year as the base year must provide data for the current and two previous years. Organizations that are using the next fiscal year as the basis must show the current and previous two years as well as projections for the next fiscal year.**

**Income**

<b>Income Category</b>	<b>2<sup>nd</sup> Previous Actual</b>	<b>First Previous Actual</b>	<b>Current</b>	<b>Next (if applicable)</b>
Memberships				
Program admissions, fees				
Store/shop income				
Fundraising events				
Publications sales, royalties				
Grants				
NJHC				
Other state government				
Federal government				
County government				
Corporate				
Foundation				
Individual contributions				
Parent organization support				
Investment income				
Endowment				
Loans				
Other (itemize)				
<b>Total</b>				

**Note that the figures must show actual income. In the grants category, the figure listed should be for the amount actually received.**

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***General Operating Support: Budget Form B2***

(Figures should be for organization's fiscal year)

**Organizations that are using the current fiscal year as the base year must provide data for the current and two previous years. Organizations that are using the next fiscal year as the basis must show the current and previous two years as well as projections for the next fiscal year.**

**Expenses**

<b>Expense Category</b>	<b>2<sup>nd</sup> Previous Actual</b>	<b>1<sup>st</sup> Previous Actual</b>	<b>Current</b>	<b>Next (if applicable)</b>
Salaries and wages				
Benefits				
Professional services (contract services, non-staff)				
Professional development				
Travel				
Mortgage				
Space rental				
Equipment rental/purchase				
Publicity and marketing				
Supplies				
Telephone/communication				
Postage				
Utilities				
HVAC				
Facility maintenance				
Professional dues, memberships				
Insurance, accounting services or audit				
Other (itemize)				
<b>Total</b>				

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Grant Recipient Chief Executive Officer

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Date

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Grant Recipient Chief Financial Officer

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Date

## ***NOTES***